

Tarporley Parish Council – revised draft

Chairman: Gordon Pearson

Clerks: Delia Cox and Abigail Webb (job share)

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[X] February 2018

[name redacted]

Chair of Parochial Church Council

St Helen's Church

High Street

Tarporley

Cheshire CW6 0AG

Also sent by email to *[add email address]*

Dear [name redacted] *[Separate letter for each of 4 property owners and the Church, this example is addressed to the Church]*

Project to resurface Lychgate Lane and install bollards

As you are aware, Tarporley Parish Council (TPC) has been working with Michael Scott, the representative of St Helen's Church, Tarporley, and the property owners of Lychgate Lane, Tarporley, on a project to resurface the Lane and ensure unimpeded access to the area nearest St Helen's Church, including by large vehicles which need to access the Parish Council Cemetery accessed through St Helen's Churchyard.

TPC is aware that there have been attempts to identify the owner of the Lane but that the matter is not straightforward, although we understand that the property owners have rights across the lane in their deeds. The Highways Department of Chester West and Cheshire Council (CWAC) have confirmed that they do not have responsibility for the maintenance of the Lane. However, if the Lane is first resurfaced to a suitable standard, CWAC Highways are prepared to paint parking bays and yellow lines within the top of the Lane nearest the High Street, as part of the Time Limited Parking Scheme to be introduced in Tarporley this year. Resurfacing quotes have been obtained and TPC has identified a contractor to resurface the entire Lane. The cobbled footpath along the High Street will not be part of the works. Our contractor is fully aware of the need to avoid damage to this area, but the costs of any remedial work required by CWAC will need to be borne by the project group comprising TPC, the Church and the property owners. Tarporley Parish Council will photograph this area before the works take place to record its condition.

The CWAC Senior Planning Officer has indicated that the Parish Council could install a barrier as permitted development under Part 12 (Class A) of Schedule 2 of the Town and Country Planning (General Permitted Development Order) 2015. The boundary line would be at a point in the Lane just beyond the premises occupied by the Molly Mop business. The barrier solution is supported by CWAC Highways and is intended to allow the area nearest the Church to be controlled locally. Various barrier

options have been considered but the proposal agreed at the TPC meeting on the 8th January 2018 is to recommend four bollards across the Lane, two of which will be collapsible or otherwise removable.

Assuming successful initiation of the project, TPC will install, maintain and insure the bollards. TPC will contribute to the resurfacing work on a one-time basis with no obligation for future maintenance of the surface or drainage of the Lane.

We understand the Church and property owners will make their own arrangements for their own requirement to park in the area beyond the barrier and this is strictly on the understanding that vehicles needing access to the Parish Council cemetery and the Church take priority. Only those contributing to the project will be given a key for the barrier solution. TPC will undertake to conduct a risk assessment for the barrier and prepare guidelines for emergency access.

In discussions with the Church and the property owners, each has indicated the sum they are prepared to contribute to the overall project cost which is estimated to be £11,464. This figure includes a cautious estimate for the cost of four bollards and is subject to the final quote received by TPC from the resurfacing contractor.

The contribution breakdown is as follows:

Tarporley Parish Council - £5,000

Parochial Church Council, St Helen's Church - £1,700

Occupier of Manor House - £1,200

Occupier of Molly Mop premises - £1,200

Owner of block of land between Manor House and Lychgate - £1,200

Occupier of 64 High Street - £1,200

TPC require a letter by return accepting all the points in this letter and specifying and confirming the previously discussed sum that the *[insert Church or name of property owner]* is prepared to contribute. Please make a cheque for the contribution towards this works payable to Tarporley Parish Council, so that the work can be commissioned. In the unlikely event of the project having to be cancelled before the works have been commissioned, all cheques or funds will be returned.

TPC is endeavouring to organise the resurfacing of the Lane ahead of the work planned by CWAC to introduce Time Limited parking in the High Street. This is not expected to start until April 2018, meaning that there is a limited window to resurface Lychgate Lane first. TPC will engage will all parties to ensure the works are done at an appropriate time with the minimum inconvenience but there will undoubtedly be some disruption.

TPC will endeavour to ensure a successful resolution of this project and thank all the participants for their support.

Yours sincerely

Delia Cox

Clerk to Tarporley Parish Council (job share with Abigail Webb)